

kept by the mayor which shall be signed at the time of taking such oath by each official. After the qualifications, the mayor shall issue to each official a commission signed by himself, with the corporate seal attached. (Code 1930, art. 11, § 35; 1943, ch. 740, § 1; Char. Res. 2-93, 7-14-93.) **(Rev. 9/93)**

Article IV. City Council.

Section 16-35. Membership: qualifications. (See note (2))

The council shall consist of six members at large who shall hold office for four years or until the qualifications of the successors. Each shall be at least twenty-one years of age, a citizen of the United States, and for one year next preceding his election a resident of the city. (Code 1930, art. 11, § 36; 1943, ch. 740, § 1; 1943, ch. 878, § 1; 1951, ch. 94, § 1; 5-10-56, § 1; Char. Res. 4-11-72; Char. Res. 2-93, 7-14-93.) (Rev. 9/93) **(Char. Res. 06-06, 5-9-06.)**

Section 16-36. Salary of councilmembers.

Each member of the city council shall receive a monthly salary of Three Hundred Dollars (\$300.00) and no other compensation whatever; provided, that the members of the council may be reimbursed for any expenses actually incurred in prosecuting the official business of the municipality.

Such salary shall become effective on the second Tuesday in August, 2000, as to those individual Council members who take office on that date, and thereafter as to any Council member who takes office for a new term or is elected to fill any unexpired term of a former Council member. (Code 1930, art. 11, § 36; 1943, ch. 740, § 1; 1943, ch. 878, § 1; 1951, ch. 94, § 1; 5-10-56, § 1; 3-10-67, § 1; Res. 2-84, 4-4-84; Char. Res. 2-93, 7-14-93; Res. 00-2, 9-01-99.) (See note (5)) **(Rev. 11/00)**

Section 16-37. Meetings.

The members-elect of the city council shall meet on the second Tuesday in August succeeding their election and shall take before the mayor the oath of office required by this chapter, and they shall meet on the second Tuesday in every month thereafter or as often as may be necessary to discharge the duties of their office. (Code 1930, art. 11, § 36; 1943, ch. 740, § 1; Char. Res. 12-10-74.)

Section 16-38. Mayor pro tempore; special meetings; quorum; rules and bylaws of the Council.

The city council shall elect one of their number mayor pro tempore to serve at the pleasure of the council until his successor is elected who, in the absence of the mayor, shall be clothed with all the powers and authority of the mayor. The mayor, or in his absence the mayor pro tempore, or any four members of the council, may call such meetings of the council, from time to time, as they may deem necessary, due notice of which shall be given. When the call is made by four members, it shall be in writing and signed by them. A majority of the council shall constitute a quorum for the transaction of business, but no ordinance shall be adopted without the

affirmative vote of four members. The council shall pass rules and bylaws for their government while in session. (Code 1930, art. 11, § 36; 1943, ch. 740, § 1.)

Article V. City Officers and Commissions.

Section 16-39. City Administrator.

There shall be a City Administrator appointed by the Mayor with the approval of the Council. He or she shall serve at the pleasure of the Mayor. His compensation shall be determined by the Council. He or she shall exercise the following duties under the supervision of the Mayor:

- A. **Administration.** The City Administrator shall:
 - 1. Attend all meetings of the Mayor and Council and provide for the recording and maintaining of minutes of meetings.
 - 2. Attest the seal of the City on all resolutions, ordinances, bonds, notes and other official documents executed by the Mayor with the authority of the Council.
 - 3. Be responsible for maintaining the minutes, ordinances, resolutions and other official records of the City.
 - 4. Assist the Mayor in the development and execution of administrative policies in the City.
 - 5. Advise the Mayor with regard to personnel matters concerning City office personnel.
 - 6. Supervise and manage the City office.
 - 7. Coordinate the City's economic and community development program within the policies established by the Mayor and Council.
- B. **Finance.** Under the supervision of the Mayor exercise the financial powers of the City and:
 - 1. Assist the Mayor in the preparation of an annual budget to be submitted to the Council.
 - 2. Supervise and be responsible for the disbursement of City monies and control expenditures to adhere to the limits of the annual budget enacted by the Mayor and Council.